

.

---

**From:** Burns, Nancy (POL)  
**Sent:** Monday, November 19, 2012 11:54 AM  
**To:** Bois, Marcy (POL); Pontes, Rebecca (DPH); O'Meara, Melissa (POL); Sullivan, Kristen (POL); Woods, Timothy (POL); Bauer, Luis (OTIS); Westerman, Roberta (POL); Kaliszewski, Justin (POL)  
**Cc:** West, Katherine (POL); Riddell, Sandra (POL); Cronin, John (POL); Hanchett, James (DPH); Elian, Albert (POL); Brooks, Nancy (POL); Juhascik, Matthew (POL); McElhiney, William (POL)  
**Subject:** First Aid/CPR/ AED Class

The class will be held in the third floor classroom at Maynard on Monday December 3rd. Start time is 9:00AM. Class should be over around 2:30PM. You need to stay for the entire day to get Red Cross certified. Please confirm with a return email to me that you are still available the entire day. The instructor will be Trooper Bill McElhiney for the Medical Unit at the SP Academy.

*Nancy Burns*  
Health and Safety Coordinator  
978-451-3545  
[nancy.burns@massmail.state.ma.us](mailto:nancy.burns@massmail.state.ma.us)